

**Department Of Health And Human Services
Public Health Service
Bemidji Area Indian Health Service
Bemidji, Minnesota 56601**

Ref: OAD

BEMIDJI AREA INDIAN HEALTH SERVICE CIRCULAR NO. 03-09

ALL HAZARDS EMERGENCY OPERATIONS

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1. INTRODUCTION

The Bemidji Area Office (BAO) of the Indian Health Service (IHS) is one of 12 Area Offices that provides technical assistance and administrative services to American Indian and Alaska Native health programs. The BAO provides these services to tribal and urban programs in Minnesota, Wisconsin and Michigan. As an entity of the Federal Government, the BAO is required to have the capability to maintain continuous operations in accordance with Executive Orders 12656 or 12472. Each IHS organizational element therefore must be prepared to continue to function during an emergency or threat of an emergency, and to efficiently and effectively resume critical operations if they are interrupted. Planning for meeting the demands of a wide spectrum of emergency scenarios is necessary, and is accomplished by developing emergency preparedness and continuity of operations plans.

IHS has determined that it can best meet these requirements by having each major organizational element prepare and coordinate separate COOPs that become the foundation for the agency COOP. Therefore all Area and Service Unit offices have developed organizational level COOPs that address the continuation of their essential functions during an emergency.

These plans also identify emergency personnel and outline the course of action to be taken during an emergency. Emergency personnel not required to report to the alternate facility are to remain at their residences in an on-call, standby status.

2. PURPOSE

This Circular establishes policies, procedures, and operational plans for the implementation, management, and administration of the Indian Health Service, Bemidji Area Office operations during emergency situations. It incorporates guidance for operations during all types of hazards and also includes the Continuity of Operations Plan (COOP) for continuation of essential operations during disruption of normal services. Presidential Decision Directive 67 (PDD-67) requires the Indian Health Service to establish and maintain a viable COOP capability that ensures the continuation of essential functions during an emergency, or situation that may disrupt normal operations. The COOP environment is an emergency response environment. This Circular assigns responsibilities to all levels of Area Office management staff. All emergency operations activities are an extension of the regular functions of Area senior management officials and their organizations throughout the Area.

3. APPLICABILITY AND SCOPE

- A. Applicability. This Circular applies to all levels of Area Management and addresses all functions and activities relating to emergency operations and COOP functions to ensure business continuity. As used in this circular, preparedness functions and activities include plans, procedures and readiness measures, including mitigation strategies that enhance the Indian Health Service's ability to respond to, function under, and recover from a designated emergency.
- B. Scope of Contingencies. Emergency planning requires the consideration of a wide range of possible situations that could disrupt normal operations or require response to an unusual situation. These possibilities include, but are not limited to:
 - (1) A national emergency such as a war involving the United States Armed Forces, an attack on the U.S., or any threat to the continuity of the Federal Government.
 - (2) Natural and technological disasters such as radiological incidents or emergencies, hazardous materials (HAZMAT) incidents, and environmental disasters.
 - (3) Events declared by the President of the United States, to be major disasters or emergencies under Public Law (P.L.) 93-288, the "Robert T. Stafford Disaster Relief and Emergency Assistance Act," as amended.
 - (4) Civil disorders, terrorism, or other violent acts.

- (5) Any situation that substantially disrupts normal operations of the Area Office.

4. AUTHORITY

The Director, Bemidji Area Office, Indian Health Service, has the authority, through various laws, regulations, and policies listed below, and has the responsibility to ensure a safe and secure work environment for all Federal employees and visitors within the Bemidji Area Office building space.

- National Security Act of 1947, as amended
- Executive Order 12656, Assignment of COOP Responsibilities, November 18, 1988, as amended.
- Executive Order 12472, Assignment of National Security and COOP Telecommunications Functions, April 3, 1984
- Executive Order 12148, Federal Emergency Management, July 20, 1979, as amended.
- Presidential Decision Directive 67, Continuity of Operations Planning, October 21, 1998.
- The Federal Response Plan, (Public Law 93-288, as amended) April, 1999.
- Federal Preparedness Circular FPC 65, July 26, 1999.
- Federal Preparedness Circular FPC 67, April 30, 2001
- Indian Health Service Circular No. 2002-02, August 9, 2002.

References relating to emergency preparedness and COOP development are listed in the reference section at the back of this circular.

5. POLICY

It is the policy of the Bemidji Area Office of the Indian Health Service that all Federal employees and contractors, and our customers, clients, patients and visitors are ensured a safe and secure environment within the Federal Building at 522 Minnesota Avenue, Bemidji, MN and other office locations under the management of the Bemidji Area Office.

The Bemidji Area Office shall have in place a viable plan to address the provision of emergency services and continuity of operations during emergency situations that may disrupt normal operations. All Area senior management officials will have sufficient capabilities to respond to the needs of individuals and or tribal, state or local governments where required to by law or binding policy. Agency policies will apply to all levels of IHS staffing.

The Department of Health and Human Services (DHHS) Office of Emergency Preparedness requires all DHHS affiliated agencies to have a plan to ensure continuity of essential business functions under all circumstances. Federal Preparedness Circular, FPC 65, dated July 26, 1999, addresses Federal Executive Branch Continuity of Operations Planning. FPC 65 provides guidance relating to performance and continuation of essential functions during emergencies and outlines the process of reestablishing essential functions at alternate locations to ensure continuity of business operations in the event of an emergency that disrupts the normal operations site.

6. OBJECTIVE

The principal objectives of the Emergency Operations Plan are:

- A. To protect life and property during an emergency.
- B. To provide guidance for operations during emergency situations.
- C. To ensure the continuous performance of essential functions and operations during an emergency.
- D. To reconstitute, as rapidly as possible, IHS operations which are adversely affected due to an emergency.
- E. To support regular training and exercises designed to enable all personnel to protect life and health and to perform assigned duties.

7. OPERATIONS AND FUNCTIONS

The operations and functions of the Area Office are delineated in the Self Governance negotiations materials. These may be referred to for a complete summary of Area Office Operations.

8. PLANNING ASSUMPTIONS

Primary Assumptions: The emergency operations primary assumptions are:

- A. An emergency or disaster situation could happen at any time.
- B. Adverse conditions could cause a much larger than expected demand for certain IHS services, internal and/or external to the IHS.

Definitions:

Incident Command System (ICS)- a standardized emergency management system that is used and recognized by numerous emergency responders for the management of emergency situations.

Critical incident – Any event or occurrence that poses a real or potential threat to the physical safety and/or security of any federal employee or visitor at the

Bemidji Area Office. Examples include medical emergencies, threats, interpersonal violence, natural or man-made disasters, etc.

The Bemidji Area Office – This includes the space leased from GSA by the Bemidji Area Office of the Indian Health Service. Field offices of the BAO, while included in the philosophy and principles of this plan, also need supplemental requirements due to their locations. These requirements will be addressed in individual site-specific plans.

9. RESPONSIBILITIES, DELEGATIONS OF AUTHORITY AND SUCCESSION PLANNING

Delegation of Authority.

- A. Senior management officials are authorized to re-delegate the functions assigned by this policy, and to authorize successive re-delegations to organizations or employees under their respective jurisdiction. Copies of written delegations shall be forwarded to the Delegations Control Officer, Bemidji Area Office, through the Executive Officer, Bemidji Area Office.
- B. If, during an emergency, an Area Office component is cut off from communications with the Area Director, the local senior manager is delegated temporary authority with respect to all laws administered by IHS, to the extent necessary to carry out IHS responsibilities within the scope of the Area Director's responsibility.
- C. Senior officials assuming authority under paragraph ii above, will perform prescribed duties in accordance with existing governing statutes, regulations and policies. Any required referral to the Area Office for the Area Director's approval is waived in the automatic delegation above is in effect and communication with the responsible official is impossible.
- D. In the event of a local disaster during a declared national emergency, IHS medical facilities may provide emergency medical care to civilian and military authorities, and to injured persons regardless of statutory eligibility, as necessary to save lives and prevent suffering in accordance with existing Federal laws, regulations and policies.
- E. The Bemidji Area Office Succession Plan includes standing delegations for staffing of all core activities. The Succession Plan is included in the Bemidji Area COOP.

Conflicting Civilian and Military Obligations

Any IHS employee in the Ready Reserve, National Guard, or Commissioned Corps of the United States Public Health Service (USPHS) shall be available for deployment on active military duty status in a national emergency. Deployments of USPHS Commissioned Corps officers under the Commissioned Corps Readiness Force (CCRF) or other

commissioned corps deployments that are not military deployments, shall not be considered to be in conflict with normal duties. The deployment is considered as an acceptable “absence from normal duty, just as in a military deployment.”

Core Business Processes

This section defines the core business processes, supported by various offices, which if they could not be performed, would have an unacceptable impact on the ability of the Bemidji Area Office to fulfill its mission and conduct its operations. It is therefore necessary to make arrangements to continue these processes in a timely manner in the event of normal disruption of all normal business processes.

Office of the Area Director

1. Maintain communication with IHS Headquarters and the area facilities to provide medical advice and guidance for the management of health services delivery.
2. Provide a safe, adequate, and secure work environment for the Area Office Staff and other IHS locations.
3. Manage emergency operations and critical services in response to emergency situations.
4. Coordinate the development and reporting of Situation Reports (SITREPS) to appropriate entities.
5. The COOP Planner will function as the Physical Security Coordinator and Emergency Preparedness Officer. The COOP Planner is responsible for carrying out this policy and directing emergency response activities under delegation from the Area Director. The designated ICS Team is responsible for local command and control during an emergency event or critical incident. Every employee of the Bemidji Area Office of the Indian Health Service is responsible for compliance with procedures outlined in this Circular and will take direction from an ICS Team member in any critical incident. The Incident Command System Team is responsible for:
 - Developing written policies and procedures relating to emergency response.
 - Developing and providing for training in the procedures for emergency response.
 - Reviewing and updating emergency response policies and procedures annually or as needed.
 - Implementing emergency response policies and procedures.
 - Receiving training in the Incident Command System

- Ensuring that someone from the ICS Team is available during routine operations of the Area Office.
- Implementing the Incident Command System during any critical incident that occurs.
- Providing briefings on critical incidents to the Area Director and others as deemed appropriate for the situation.
- Meeting regularly to review issues relating to security, safety and emergency response.
- Providing recommendations to management relating to security, safety and emergency response.

Financial Management Staff

1. Provide financial management and services through accounting (services for obligations, receipts, outlays, and transfers including federal and non-federal) and disbursement for the management of IHS appropriated funds and resources.

Acquisition Management/Contracting

1. Provide acquisition support for Area procurements with the authority to enter into, administer, or terminate commercial contracts, through the Contracting Officer; authority to enter into, and administer, or terminate tribal and urban contracts, authority to enter into, and administer, or terminate treatment center contracts.

Property Management

1. Perform property management activities by providing telephone service and site visits as necessary and certifying receipt of procurements. Assisting with emergency procurements as necessary.

Personnel Management

1. Perform personnel management and training services by maintaining official personnel records and performing payroll and time-keeping activities.

Environmental Health Services

1. Provide environmental health services through securing and providing access to an environmentally safe facility for the Area Office.
2. Plan, establish, direct and coordinate the Bemidji Area Office of Environmental Health Services to meet the identified needs of the Native American service population and address the current environmental health issues of the Indian Health Service or other entities as needed. This would include providing emergency environmental health services during a crises situation.

Facilities Management

1. Provide support for facility management through managing the Area Office building functions; coordinating problems for leased facilities with building owners; and providing technical advice to service units and tribal programs relating to facilities issues.

Sanitation facilities Construction

1. Support sanitation facilities construction projects through providing technical assistance to tribes with community water and sewer emergencies.

Information Resources Management

1. Provide management information systems technical support that includes the following:
 - Identify prior to each new implementation of services, hardware/software needs
 - Support the installation and operation of computer and telecommunications equipment
 - Support ADP/Telecommunications equipment, and connectivity plans including temporary operations
 - Manage RPMS site and various applications
 - Test, disseminate, and install all new RPMS application software including subsequent upgrades and patches
 - Evaluate office automation software for network use including remote or temporary alternate operations
 - Provide the service (labor and parts) required to diagnose and repair unanticipated hardware/software failures
 - Acquire the support services necessary to maintain adequate hardware/software functionality
 - Function as Area Information Systems Coordinator
 - Provide and maintain a reliable, high speed communications network for the receipt and/or transmission of core data to the IHS data center
 - Receive and/or transmit core data to the IHS Data Center
 - Operate an Area-wide Help Desk 5 days per week, 8 hours per day to answer user questions as appropriate
 - Provide support services to install and maintain local area networking
 - Ensure the availability, confidentiality, and security of information systems within Federal guidelines

Statistical Services

1. Review status of data submission to the Albuquerque Data Center to prevent loss of data due to incomplete or inadequate download of facility data.
Develop statistical summaries used for determining direct funding allocations

in self-governance or 638 contract negotiations. Develop methodologies used for estimating allocation of administrative funding for self-governance or 638 contract negotiations.

2. Prepare statistical reports submitted to IHS Headquarters for inclusion in documents responding to Congress and in support of budget requests and special needs during emergency situations.

Behavioral Health

1. Provide behavioral health services to the Bemidji Area Office and tribal programs to include critical incident stress management services.

Contract Health Services

1. Support contract health services (CHS) activities through negotiating, certifying, and overseeing contracts/agreements for specialized medical care. Coordinate vendor relations to ensure on-going relationships for the benefit of the patient. Coordinate activities with fiscal intermediary to ensure accurate and prompt payment of Contract Health Services claims; Coordinate data transmission activity to ensure accurate interface with finance system.

Office of Self Determination

1. The Office of Self-Determination provides overall leadership, advocacy and coordination in the implementation of all aspects of the Indian Self-Determination and Education Assistance Act (ISDEA), as amended, including Title I (Contracting) and Title V (Self-Governance). Self-Determination also provides administration and management of Health Planning, Statistics, and Urban Programs in the Bemidji Area.

10. DISTRIBUTION

Distribution of paper or electronic copies of the entire BAO COOP will be restricted to individuals with COOP responsibilities and a need-to-know. A limited version of the COOP may be distributed through paper or electronic copies to other associated individuals to inform them of the Area's plans to continue operations in the event of an emergency. The COOP is considered an official government document containing sensitive information. It should be used for official purposes only.

Primary Distribution List

- Area Office Executive Staff
- Department Heads
- All Designated Emergency Essential Personnel
- IHS Headquarters Executive Staff

Secondary Distribution List

- Successors, backup Area Offices or Field locations
- Key staff at other Area Offices and associated government entities

11. SITE RISK AND VULNERABILITY ANALYSIS

Risk of Threat	Potential to Occur (Low, Moderate, High)	Consequences (None, Low, Moderate, High)	Mitigation
Utilities failure	Moderate	High, majority of operations interrupted	Back-up power source, alternate work site
Fire/Water damage to records	Moderate	Potential loss is variable depending on extent of causal event – low to high	Secure important records in protected area, perform frequent back-up, duplication of critical records – store off site
Severe weather events: tornado, ice storm, blizzard	Moderate	High – Tornado damage can cause complete destruction and loss of life. Storms occasionally interrupt power for extended periods of time.	Monitor storm warning radios for severe weather, release staff from work or move to sheltered area as appropriate
Flooding	Low	Flood of building unlikely due to location.	Vital records are not kept in the basement
Earthquake	Low	Minnesota is in the lowest of earthquake risk areas.	Procedures are in place for alternate work site.

12. CONCEPT OF OPERATIONS

Events may occur that render the office space unavailable for business for some period of time. Examples include natural disasters such as tornadoes, ice storms, floods, and man made events such as chemical spills, power outages, and even terrorist activities. This section describes procedures to be utilized in such events, to allow business to continue in a reasonable fashion until the situation returns to normal. The objective of continuity planning is to ensure that successful operation of the Bemidji Area Office's core processes are carried out, throughout potential risks to business operations, by defining approaches and plans to address such events. This document supports this objective in two ways:

- A. It documents the process by which the IHS is conducting its continuity planning, ensuring that a consistent and comprehensive effort is being carried out throughout the Area.
- B. It serves as the repository of developed continuity planning information. It identifies core business processes, the minimum acceptable levels of outputs and services, the systems and infrastructure components that are essential to support these processes, and the steps and resources necessary to provide basic services in the event problems occur that interrupt normal services.

Organization, Roles and Responsibilities

Within The Bemidji Area Office, the Continuity of Operations Plan is the overall responsibility of the Area Director. The individual Office Directors are responsible for the development, review, and implementation (if necessary) of their specific sections of this COOP. In accordance with IHS policy, an individual has been appointed as the COOP Coordinator

Definitions

- **Continuity of Operations Plan:** A plan that focuses on specific business processes. The plan describes the approach and steps that will be taken to ensure the process can continue in spite of disruptions to systems or infrastructure components.
- **Contingency Plan:** A plan that focuses on a specific business-essential system or other critical resource (e.g., a building). The plan addresses how the organization will respond to the loss or degradation of the system or resource and describes the steps to be taken to ensure it is restored. Each office is responsible for developing and carrying out contingency operations to maintain their (see definitions below) minimum acceptable level of service for their core business processes.
- **Core Business Process:** A series of actions, functions, or transformations that, if the organization is unable to perform, results in an unacceptable impact

on the mission of the organization. A core business process must also be sufficiently time critical that it could not be deferred for up to 72 hours.

- **Priority:** The relative importance of the core process in meeting the organization's goals.
- **Minimum Acceptable Level of Service:** The minimum acceptable level of output or service from the core process that will be minimally acceptable to the user or customer for a finite period of time.
- **Customers:** The customers, recipients, or users of the service or output of the core process.
- **Supporting Systems and Resources:** Systems and other resources (including facilities and infrastructure components) upon which the core process depends.
- **Failure Scenarios:** Potential failure scenarios for each supporting system and resource that may occur.
- **Impact on Process:** The nature and severity each failure scenario would have on the core process, should it occur.
- **Trigger:** A predetermined event or set of circumstances that will force the contingency operating plan to be implemented.
- **Approach for Continuing Operations:** The business continuity strategy that will be followed for each failure scenario.
- **Contingency Resource Requirement:** The resources that will be required to perform the business process in the contingency mode of operations.
- **Alternate Work Site:** A facility away from the normal office location that can be utilized to perform required work activities. This includes sites where the entire office staff may be relocated, as well as individual small sites that would allow individual staff members to carry out their work functions.
- **Drive-away Kits:** Prepackaged reference materials (essential records, working files, computer diskettes, manuals, other reference materials, etc.), office equipment, and supplies to be taken to the alternate work site to allow continuation of operations. Each office is responsible for developing and maintaining their drive-away kits.
- **Core Staff:** Staff members designated as a core of people who are critical to ensure the performance of essential functions. These staff members are not necessarily the most senior employees, but represent a cross-section of staff who can make critical decisions and/or continue the processes necessary for essential services.
- **I/T/U:** Indian Health Service operated facilities/Tribally operated facilities/Urban Programs

Coordination with the Occupant Emergency Plan

The BAO Continuity of Operations Plan is designed to work in coordination with the Occupant Emergency Plan (OEP), but each plan has a different purpose. In general, the OEP ensures that employees, associates, visitors, contractors, and others present at the time of an emergency event are safely evacuated and accounted for. In contrast, the COOP Plan provides for the continuation of essential business activities and functions if the building cannot be quickly reoccupied after an evacuation or situation impacting the suitability for occupancy of the facility.

13. IMPLEMENTATION

This plan outlines organizational structures and procedures to be followed by the Bemidji Area Office staff during various scenarios that are outside of normal operating conditions of the office. It incorporates the nationally recognized structure of the Incident Command System (ICS) in its design. This architecture allows for the use of common terminology and command structure that is widely recognized and has been proven effective in countless emergency situations. It also allows for ease of communication and operation with outside responders due to common terminology and structure.

The plan is structured with general information in the first sections and specific guidance relating to particular scenarios as functional annexes to the overall plan. This allows both an easy way to access specific information when necessary as well as providing for efficient additions or updates of specific sections without the necessity of modifying the entire plan. Version dates are clearly indicated so that responders will know they are using the same version of the plan.

The Incident Command System (ICS)

The following description of the ICS is derived from the Federal Emergency Management Agency (FEMA) Basic Incident Command System Independent Study Course, IS-195/Jan. 1998. ICS is the model tool for command, control, and coordination of a response and provides a means to coordinate the efforts of individual agencies as they work toward the common goal of stabilizing the incident and protecting life, property, and the environment. The ICS uses principles that have been proven to improve efficiency and effectiveness in a business setting and applies those principles to emergency response. History has proven that ICS can be used to manage all types of incidents. Federal law requires the use of ICS for response to HAZMAT incidents and many organizations have adopted ICS for their response to all types of incidents. The ICS has been successful because it uses a common organizational structure, common terminology, and utilizes key management principles in a standardized

way. It provides for a coordinated effort to ensure an effective response and efficient and safe use of resources.

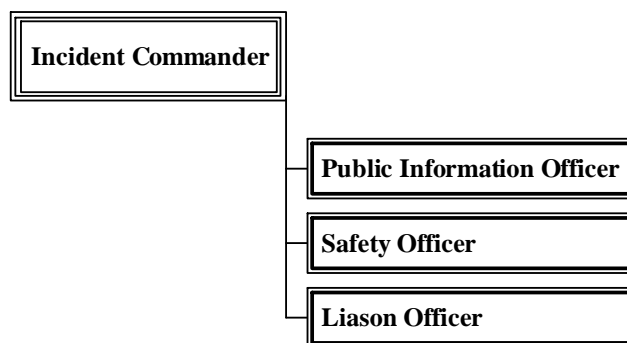
The Incident Command System has the following organizational hierarchy:

- ☐ Commander
- ☐ Officer
- ☐ Chief
- ☐ Director
- ☐ Leader

All incidents, regardless of size or complexity will have an *Incident Commander*. The Incident Commander (IC) is responsible for on-the-scene management until command authority is passed off to another person who then becomes the Incident Commander. Initially, the Incident Commander will be the first senior responder to arrive at the scene. As additional responders arrive, transfer of command may take place. Upon transfer in command, the outgoing Incident Commander must give the incoming Incident Commander a thorough briefing and notify all staff of the change in command. When expansion of staff is required, the Incident Commander will establish the other Command Staff positions as listed below.

- The *Information Officer* handles all media inquiries and coordinates the release of information to the media.
- The *Safety Officer* monitors safety conditions and develops measures for ensuring the safety of all assigned personnel.
- The *Liaison Officer* is the on-scene contact for other agencies assigned to the incident.

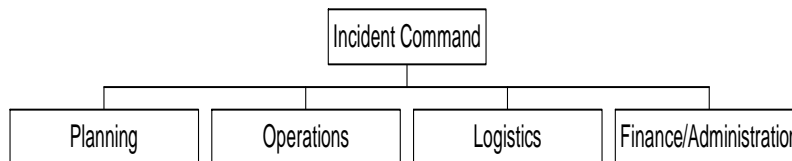
Command Staff



The Incident Commander will base the decision to expand or contract the ICS organization on three major incident priorities:

- Life safety – highest priority
- Incident stability - minimize the effect of the incident on the surrounding area and maximize response effort while using resources efficiently
- Property conservation – minimize damage to property while achieving the incident objectives
- As incidents become more involved, the Incident Commander can activate additional General Staff such as *Planning*, *Operations*, *Logistics*, and/or *Finance/Administration* as necessary. Each Section Chief, in turn, has authority to expand internally to meet the needs of the situation.

Incident Command System Structure



Planning Section

In smaller events, the IC is responsible for planning, but larger scale incidents may warrant implementation of a Planning Section. This section's functions include the collection, evaluation, dissemination, and use of information about the development of the incident and the status of resources. Responsibilities may also include the creation of an Incident Action Plan (IAP), which defines the response activities and the resource utilization for the specified time period.

Operations Section

The Operations Section is responsible for carrying out the response activities described in the IAP. The Operations Section Chief coordinates Operations Section activities and has primary responsibility for receiving and implementing the IAP. The Operations Section Chief reports directly to the Incident Commander and determines the required resources and organizational structure within the Operations Section. Main responsibilities include:

- Direct and coordinate all operations, ensuring the safety of Operations Section Personnel
- Assist the IC in developing response goals and objectives for the incident.
- Implement the IAP

- Request or release resources through the IC
- Keep the IC informed of the situation and resource status within operations.

Logistics Section

The Logistics Section is responsible for providing facilities, and materials, including personnel to operate the requested equipment and supplies for the incident.

Finance/Administration Section

The Finance/Administration Section is critical for tracking incident costs and reimbursement accounting and carrying out financial responsibilities for operations. The administration component is responsible for administrative aspects of the operation such as contracting, purchasing, administrative processing, etc.

BAO Incident Command System Team

The Bemidji Area Office Incident Command System Team (ICST) is a team of staff members from the various offices located in the Federal Office Building. Members of this team have diverse backgrounds and fields of expertise. Upon notification of an event that would require the team to activate, the Receptionist or other staff member will immediately notify the team members of the need to respond to the event. Upon activation, the team will report as instructed and activate the Incident Command System as appropriate for the situation. The team will follow the ICS procedures, structure, and philosophy in their response.

Functional Annexes

Functional annexes provide information about how specific functions will be carried out during various emergency operations. Descriptions of procedures for several operations are also located in Emergency Operations Procedures Manuals that are distributed to all staff. These manuals serve as rapid and concise resources during emergency events. The annexes in this Emergency Operations Plan are more detailed in their scope than the Emergency Operations Procedures Manuals.

Coordination With Federal, State, and Local Authorities – Unified Command System

In the event that any aspect of this plan is activated, appropriate Federal, State, and local authorities as well as IHS Headquarters and tribal programs will be notified. Details for notification are outlined in each functional annex. Were a significant incident to occur at the Federal Building, in all likelihood the IHS

Incident Commander should prepare to transfer command to another Incident Commander (Police, Fire Department, etc). This situation is known as the Unified Command System (UCS). Basically, the IHS Incident Command would be most concerned with the reconstitution of the core business while leaving emergency operations to trained emergency personnel. Pertinent information for contacts is located Occupant Emergency Plan. This information will be checked, and modified as necessary. At a minimum, updates will be annual.

Mobilization of Professional Staff

Professional Staff may be mobilized to meet the public health need during emergency situations. Commissioned Officers are expected to fill deployment needs, which may include deployment to austere conditions as well as long working hours. Deployment as a member of the Commissioned Corps Readiness Force or other emergency response activity is considered a part of necessary duties. This may include coordination with IHS Headquarters or other headquarters offices, Tribal programs, State Programs, and other Federal agencies.

Should a situation occur that closes the IHS Headquarters Office, current agency guidelines will be followed for operations. Should those plans not be available, communications with the Director of Field Operations or the designated acting IHS Headquarters representative will be a priority. If that is not possible, other Area Offices will be contacted to maintain communications channels.

Activation of the Plan

The President, the Secretary of the Department of Health and Human Services, the IHS Director, the Area Director or the designees of the above, will activate the Plan as necessary. This activation could be of limited scope or activation of the entire plan as warranted by the situation. The estimated length of interruption to normal services and the extent of this interruption would be influential factors in determining the level of activation of the plan. The COOP is implemented based on known or anticipated threats and emergencies that may occur with or without warning. BAO will use a time-phased approach for implementation whereby critical resources are deployed early and other resources will follow as needed.

Known Threats and Emergencies (with warning)

There are some threats to operations that may allow advance warning that will permit the orderly alert, notification, evacuation, and if necessary, the relocation of employees. Situations that might provide such warning include severe weather events, transportation incidents resulting in the threat of a release of a Hazardous Material (HAZMAT) or the threat of a terrorist incident.

Unanticipated Threats and Emergencies (no warning)

During Non-Duty Hours:

Incident may not be preceded by warning, e.g., earthquakes, arson, HAZMAT, or terrorist incidents, or may occur while the majority of on-site staff are not at work. In these circumstances, while operations from the normal site may not be possible, the majority of the employees will still be able to respond to instructions, including the requirement to relocate following proper notification.

During Duty Hours:

Incident may also occur with no warning during normal office hours. In these circumstances, execution of the COOP, if indicated by the circumstances of the event, would begin by execution of the Occupant Emergency Plan to move employees out of the building quickly.

Widespread versus Localized Emergencies

The distinction between a widespread versus a localized event is based on an assessment of the impact of an event on a national, local area or building operation. A localized emergency such as a threat of or an actual fire or explosion in or near a facility will require the evacuation of the facility with little or no advanced notice. Such a situation requires activation of the Occupant Emergency Plan and may or may not require activation of the COOP. It should be noted that the COOP is not an evacuation plan; rather it is a deliberate and preplanned movement of selected key principals and supporting staff to a relocation facility. Relocation may be required to accommodate a variety of emergency scenarios that could include situations impacting a local area or a widespread geographic area including the entire nation. Examples include scenarios in which:

- An agency headquarters is unavailable and operations are shifted to a regional or field location;
- A single facility is temporarily unavailable and an office shares its own facility with that of another entity
- The President, the Secretary DHHS, or the Director IHS, the Area Director or their designees declare an activation of the agency or parts of the agency COOP Plans.

Alternate Work Sites

Should it become necessary for staff to work off site due to conditions that render the 522 Minnesota Avenue facility unavailable, alternate work sites may be utilized. These alternate work sites could include individual employees working from home or utilization of an alternate office location that would house numerous employees. The alternate office location could house staff responsible for core operations or the entire Area Office staff, depending on the longevity of the absence from the normal work location. In the event of any relocation, tribal programs and appropriate Federal offices will be notified of the situation. For security reasons, the location of alternate work sites are released on a need-to-know basis.

Implementation Activities for Localized Emergencies**Phase I - Activation and Relocation (0-12 hours)**

The normal office building is rendered unusable. Other buildings in the local area however would still be suitable for occupancy. Within 12 hours, the core staff would set up operations at the designated alternate secure location designated by the Incident Commander.

Phase II – Alternate Facility Operations (12 hours – Termination)

Core staff to continue essential operations

Non-core Area Office staff will work from home until they can occupy office space. Supervisors will be responsible for coordinating work for their staff.

Phase III – Reconstitution (Termination of Emergency and Return to Normal Work)

Continue minimal essential operations

Transition to normal work

Conduct “hot-wash” of COOP operations and make corrections in appropriate areas

Relocation Procedures

1. Evacuate facility as appropriate, activating the occupant emergency plan.
2. ICS Team will evaluate situation to determine if building can be occupied.
3. Notify the staff of situation and expected course of action
4. Notify management at the alternate site of the need for their facility
5. Notify Tribal and IHS offices of situation (See OEP and COOP for Contacts)
6. Core staff proceeds to alternate work site and set up operations.
7. Non-core staff assume operations as directed by supervisor

Coordinating Instructions

This plan serves as the directive to each office supervisor to prepare and implement procedures to support and continue operations in the event of an emergency. Each office shall maintain internal emergency notification rosters of cell phones, pagers, and home phone numbers and addresses of all staff for notification purposes during an emergency. Current copies of this roster shall be kept on-site as well as off-site. Personal information will be kept confidential and utilized only for official purposes. Each office shall also develop appropriate drive-away kits and procedures for their operations to include designation of core staff and functions. Essential equipment, services and staff shall be delineated in

individual office plans as appendices to this plan. Supervisors are responsible for communications with their staff, providing situation reports and directions for rendering services.

Succession of authority during emergency situations will follow the currently established standing delegations of authority for the Area Office. The Succession Plan is contained in the COOP.

In the event that normal office operations are interrupted and the COOP is activated, the following offices shall be notified as soon as practical.

All I/T/U Programs served by the Bemidji Area Office

Headquarters Offices:

The Office of the Director

The Office of Headquarters Operations

The Office of Field Operations

Program Offices

Federal, State and Local authorities as appropriate to the situation.

Occupant Emergency Plan

I. Introduction and Purpose

The purpose of the Occupant Emergency Plan (OEP) is to have available written policies to be followed in the event of the need to evacuate the Federal Building at 522 Minnesota Avenue, Bemidji, Minnesota.

The Bemidji Area Office OEP is made up of a series of annexes covering situations that may require evacuation. The annexes available are listed below. Additional annexes will be added as needed. If you have questions or concerns regarding one of the situations listed below, please see the individual annex or the Emergency Operations Procedures Manual located in your area.

II. Definition

A facility evacuation is warranted when a situation impacts the Federal Building, or surrounding area, resulting in, or threatening to, cause injury or damage to the facility or its visitors or employees. Examples include:

- fire
- bomb threat
- severe weather
- act of violence (human intervention)

- chemical emergency
- act of terrorism

III. Evacuation

Should the need arise for a facility evacuation, visitors and employees should proceed according to directions in the Annexes provided. The Annexes provide information about how specific functions will be carried out during the various emergency operations. Descriptions for procedures for several operations and the full text and information of the OEP are included in an Emergency Operations Procedure Manual that is distributed to all staff.

Evacuation maps are located throughout the building and indicate the path of travel to the nearest exit. All employees should become familiar with these maps and know how to access the two stairwells on their floor. Use the nearest exit, if possible, during an evacuation, but be prepared to use alternate exits should the need arise.

In the event the facility must be evacuated for an extended period of time, procedures in the Continuity of Operations and Contingency Plan should be followed.

This plan shall remain in effect until cancelled or superseded.

Date

Kathleen R. Annette, MD
Area Director
Bemidji Area Indian Health Service